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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: DEC 17 1953

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A6A a. [ ] (continued item)

(1) Daily transportation has been established to and from headquarters for personnel in transacting official business and for effecting small deliveries. Three scheduled trips are made daily and include stops at Central Building, I Building, Quarters Eye, and Alcott Hall. ✓

(2) The establishment of arrangements [ ] to dispose of surplus and unserviceable material (less ammunition) is expected to relieve some storage congestion problems [ ] and thereby improve storage conditions in general. 25X1 25X1

b. Supply Training: (continued item)

(1) Two members of the Supply Division visited [ ] on 16 December in company with Mr. [ ] to observe results of the three week's [ ] training given to five students of the first Logistics Support Course. 25X1A6B

25X1A9A

[ ]

2. PROJECTS AND STUDIES IN PROCESS:a. Flex-O-Print Catalog: (continued item)

Nothing new to report. Requisitions have been processed to Procurement for required materials and services to publish an improved Agency stock catalog.

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**SECRET**3. OTHER ITEMS OF INTEREST:a. Supply Regulations: (continued item)

Working level collaboration comments to the headquarters supply regulations have been received from DD/P, Commo, Comptroller, Security, and Medical. The DD/I's comments are reported to be in the mail, and the Office of Training expected to have completed their review by 22 December. The Office of General Counsel is reported to be working on its review of the regulations, but cannot as yet offer a completion date for their deliberation. ✓

25X1A

## b. [ ] [ ] (continued item)

No change.

c. Physical Inventory of Communications Material: (new & completed item)

Plans have been developed relative to conducting the annual inventory of Family Group 5 material (Communications) which is to commence on 16 January 1954. ✓

## d. [ ] [ ] (new and completed item)

A member of this division's Facilities Staff is on TDY at [ ] to direct the implementation of packaging specifications developed at headquarters. It is the purpose of such specifications to provide an approved and uniform method of packaging material shipped out of this activity. ✓

25X1A6A

e. Community Relationships at [ ] (new and completed item)

25X1A6A

Improved relationships in the community are expected from the "open house" conducted by Ordnance on 7 December. Local press releases which followed acclaimed the [ ] as an important industry to the area and reported that no damage to local property or residents could occur.

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f. First Aid Course at [ ] (new and completed item)

Dr. [ ] are presenting a First Aid Program to selected personnel at the [ ] The program, consisting of one hour sessions, was started on 15 December, and is planned to run for six weeks. ✓

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4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Refer to Weekly Activity Report of 10 December for current status.



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LO/SD/DWW:mt:dmg (17 December 1953)

Distribution:

1 - Supply official file

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